

## SENIOR ACCOUNTING TECHNICIAN

### Job Description



<b>Grade</b>	Scale 6 / SO1
<b>Department</b>	Finance
<b>Line Manager</b>	Accountant
<b>Scope</b>	<p>To provide support to the Accountants to prepare and deliver routine and non-routine management information.</p> <p>To contribute to the timely delivery of statutory statements of accounts.</p> <p>To undertake technical functions in the Finance department, including VAT, Treasury Management, Bank, Petty Cash, etc.</p> <p>To assist the Accountants in the provision of information to facilitate delivery of the objectives of the department, whilst assisting to minimise risks associated with them.</p> <p>To engage with colleagues in other Areas/Department across the Force to provide the most efficient and effective financial service.</p> <p>To monitor and reconcile capital, revenue and estates projects on a monthly basis.</p> <p>To assist in the development of business plans for capital projects to be presented to Command Team and the Force governing structure.</p> <p>To provide support to Accountants.</p> <p><b><u>Location</u></b> Police Headquarters, Northallerton</p> <p><b><u>Working Patterns</u></b> Standard Office Hours</p>
<b>Special Conditions</b>	<p>Security vetting procedures for the post (RV)</p> <p>Medical clearance procedures for the post (standard)</p> <p>The post occasionally involves work outside normal working hours</p> <p>Occasional requirement to work in different locations</p> <p>Requirement to undertake refresher training as and when required</p>

	<p>Need to attend external meetings/conferences/workshops as required</p> <p><b>POLICE OFFICERS ONLY:</b> Requirement to undertake operational policing duties as instructed / required.</p>
<p><b>Main responsibilities :</b></p>	<p>To provide information and advice on all aspects of Financial Regulations, Financial Instructions and the Finance Manual.</p> <p>To implement and ensure that the departments comply with all relevant legislation and guidance.</p> <p>To support, advise and coach managers in carrying out their financial and budget responsibilities.</p> <p>To contribute to the work of the development of the medium term financial plan.</p> <p>To assist in the preparation of budgets and monitoring financial expenditure monthly.</p> <p>To assist managers on budgetary control issues.</p> <p>To ensure compliance with monthly management accounts timetable, including the production of variance analysis.</p> <p>To proactively monitor and promote compliance with Financial Regulations, Standing Orders and Force Policies.</p> <p>To provide professional guidance and advice on administration and finance issues to all members of staff, ensuring changes are managed appropriately.</p> <p>To assist the Management Accountant and the Head of Finance as required.</p> <p>To provide information that enables the successful completion of final accounts.</p> <p>To assist in ad hoc financial analysis assignments.</p> <p>To provide cover for other Senior Accounting Technicians as required.</p> <p>To contribute to the supervision of Accounting Technician roles as means of progressing their own development.</p> <p>There are a number of Senior Accounting Technician roles in the Finance department. Depending on the specific role allocated, a post</p>

	<p>holder will have direct responsibility for one or more specific tasks and will provide cover for the SATs performing the other tasks. The post holders will rotate across specific roles as required by the Head of Finance.</p> <ul style="list-style-type: none"> <li>• To undertake the operation of the Treasury Management function, in accordance with procedures and to undertake cash flow forecasting.</li> <li>• Completion and reconciliation of all VAT/CIS returns and to provide advice and support with respect to VAT/CIS issues</li> <li>• To liaise with VAT authorities as required, including awareness of current VAT issues and legislation as it impacts on the governing structure of the Force.</li> <li>• To produce and submit government and/or grant returns as required and to ensure compliance with government department/funding provider guidance.</li> <li>• To ensure the timely completion of Home Office grant, revenue outturn, CIPFA and other statistical returns as required.</li> <li>• To provide financial information for the preparation of business cases.</li> <li>• To maintain and coordinate the management of the Fixed Asset register.</li> <li>• To monitor, maintain and track phasing for all capital, revenue and estates projects and to advise managers on budgetary control issues</li> <li>• To provide monthly reporting to Project Managers and assist with variance analysis. To assist in the post-implementation benefits analysis of capital projects.</li> <li>• To provide responses and information in support of Freedom of Information requests as required.</li> </ul> <p>This job description indicates the key responsibilities of the post and does not restrict the post holder from performing other duties commensurate with the grade of post</p>
<p><b>Essential Skills, Experience and Qualifications:</b></p>	<p><b><u>Essential</u></b>  AAT qualified (level 4) or equivalent professional qualification  Excellent IT skills including Excel and Word  Analytical skills</p>

	<p>A proactive team worker Good communication and inter-personal skills</p> <p><b><u>Desirable</u></b> Studying towards or willing to study towards a CCAB qualification.</p>
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**Role Title :** Senior Accounting Technician

**Date created :** 22/08/2011

**Last updated :** 05/12/2019

**PPF Role Profile** NYP Senior Accounting Technician